

INVITATION TO BID

Addendum # 1



Department Of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY Relay: 711

ADDENDUM DATE: April 12, 2006

ITB Title: **Printing, Medical Incident Reports**

ITB Number: **IT13065-PJO**

Due Date/Time: **May 4, 2006 –2:00 P.M.**

Buyer: Patti Oquist, patti.Oquist@metrokc.gov, 206-263-4275

This Addendum Is Issued To Revise Invitation To Bid IT13065-PJO, Advertised April 13, 2006, as Follows:

1. The bid opening date remains the same, **Thursday, May 4, 2006**, at 2:00 PM exactly.
2. **Delete** the entire Insurance Requirement, **Section 4-7**.
3. Page 16, Section 5-2, A 2, first paragraph, second sentence replace with, **“There are backers on plies 1, 3 and 4 only.”**
4. Page 17, Section 5-3, A1, replace sentence with, **“The layout of the form shall be as shown in samples that can be obtained by calling the buyer, Patti Oquist at 206-263-4275.**

If you have any questions, please contact the Alternate Contact Patti Oquist, patti.Oquist@metrokc.gov, 206-263-4275, or Fax 206-684-1470.

Note: This Addendum is available on the Internet at http://www.metrokc.gov/procurement/rfp_rfq_itb/new_goods.aspx. Potential Proposers must contact the Alternate Contact Patti Oquist, patti.Oquist@metrokc.gov, 206-263-4275, or Fax 206-684-1470.

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To be eligible for award of this invitation to bid, this addendum must be signed and submitted along with the original invitation to bid or under separate cover to: King County Procurement & Contract Services Section, Exchange Building, 8th Floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday – Friday.

Company Name

Address		City / State / Postal Code	
Authorized Representative / Title	Signature	Phone	Fax
Company Contact / Title	Email	Phone	Fax
Delivery guaranteed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Days after order:	
		Prompt Payment Discount Terms: ___%-___Days, Net ___	

This Invitation to Bid Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

5. Add a new, Section 5-8 SAMPLE OF LAST YEAR'S ORDER and Section 5-9 PROOFS and PLATES

5-8 SAMPLE OF LAST YEAR'S ORDER

Every year the order can change on how many of each form is distributed. This is how the ordering went in 2005.

Item 1 MIRF Fire – Regular

Order was 22,125, shipped to 15 different sites

Different quantities for each site

375 (1/2 case) to a site

750 (1 case) to a site

1,125 (1 1/2 case) to a site

1,500 (2 cases), and so on

Item 2 MIRF EMS – Regular

Order was 13,500, shipped to 3 different sites

Different quantities for each site

4,500 (6 cases) to a site

5,250 (7 cases) to a site

3,750 (5 cases) to a site

Item 3 MIRF EMS – Short Form

Order was 130,000

Different quantities for each site

Shipped 78,000 generic forms to 18 different sites but 4 agencies have copy changes, they are:

Bellevue (16,000), Kent (12,000) Shoreline (10,000 and South King Fire and Rescue (14,000)

Which shipped individually on their own.

5-9 PROOFS and PLATES

- A. There are copy changes from year to year and at the time during the proofing process there will be 4 to 6 proofs for each form (Item 1-3).
- B. New plates are required each year. For item 3, MIRF EMS – Short Form, the 4 (four) agencies that change this generic form shall require 4 different plates for a total of 5 plates for this item

6. Page 18, above no. 1, delete the word **"PHOTOCOPIES"**